



State of Connecticut
Department of Social Services
3580 Main Street λ Hartford, Connecticut 06120

POSTING DATE: AUGUST 9, 2006

CLOSING DATE: AUGUST 23, 2006

ANTICIPATED VACANCY NOTICE

Eligibility Services Supervisor

THE DEPARTMENT OF SOCIAL SERVICES PRESENTLY IS RECRUITING TO FILL **ELIGIBILITY SERVICES SUPERVISOR** POSITIONS LOCATED IN THE **HARTFORD, MANCHESTER, NEW BRITAIN, AND WILLIMANTIC OFFICES** OF ITS NORTHERN REGION.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITIONS: Eligibility Services Supervisor

OPEN TO: Department of Social Services Employees Only

BARGAINING UNIT: Social and Human Services (P-2)

SALARY RANGE: \$53,628.00 - \$68,321.00 (SH 23)

LOCATIONS:

3580 Main Street Hartford, CT 06120	699 East Middle Turnpike Manchester, CT 06040
270 Lafayette Street New Britain, CT 06053	676 Main Street Willimantic, CT 06223

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Schedules, assigns, oversees and reviews work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of experience in the determination of client eligibility for public assistance.

Special Experience:

One (1) year of the General Experience must have been at the level of Eligibility Services Specialist.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related area may be substituted for one (1)

additional year of the General Experience.

Consideration will be given to candidates who have taken and passed the examination for Eligibility Services Supervisor and are on the current Certification List promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who previously have obtained permanent status in this job classification and are eligible for appointment may apply for lateral transfer. These positions may be filled by candidates from existing Reemployment / SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: To apply you must submit a completed State of Connecticut Employment Application (Form PLD-1) in order to be considered for an interview. The State of Connecticut Employment Application (Form PLD-1) may be obtained from the State of Connecticut's Department of Administrative Services website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Candidates should forward their completed State Employment Applications (Form PLD-1) to:

CONTACT PERSON: Ms. Delores Atwater
Human Resources Assistant
Department of Social Services
3580 Main Street
Hartford, CT 06120
FAX #: (860) 566-1768

APPLICATIONS MUST BE RECEIVED BY: August 23, 2006

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER